



KING COUNTY
DATABASE ADMINISTRATOR - JOURNEY
DEPARTMENT OF EXECUTIVE SERVICES
HUMAN RESOURCES DIVISION
Annual Salary Range: \$59,042 – \$74,839
Job Announcement: 05BL5073
OPEN: 3/30/05 CLOSE: 4/13/05

WHO MAY APPLY: This position is open to all qualified King County employees and the public. First consideration will be given to career service employees.

WHERE TO APPLY: Required forms and materials must be sent or delivered to: Human Resources Division, **500 4th Ave., Room 450, Seattle, WA 98104**. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Sandy Werner at (206) 205-8003 for further inquiries. **PLEASE NOTE: Applications** not received at the location specified above may not be processed.

WHAT DOCUMENTS ARE REQUIRED IN APPLICATION MATERIALS:

- Completed King County application form, available at <http://www.metrokc.gov/ohrm/jobs/>
- Resume, and
- A letter of interest **describing your accomplishments in the types of work listed in the Primary Job Duties section below**. By “accomplishments” we are looking for **specific actions you have taken and results you achieved**.

WORK LOCATION: King County Administration Building, Room 450, 500 Fourth Avenue, Seattle.

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The normal workweek is 40 hours (8 hours per day Monday through Friday).

PRIMARY JOB DUTIES: Primary duties include developing and maintaining relational databases to support labor contract negotiations, compensation implementation, compensation program audit functions and other related special projects. Additional duties also include providing technical and functional support to a high-production HR Classification and Compensation Section and expert technical and functional payroll and data analysis, computer programming and design.

The Database Administrator-Journey will:

- Design, develop, test and maintain relational databases in a SQL Server 2000 environment and user interfaces.
- Design, develop, test and maintain SQL Server 2000 and Microsoft Access databases in support of custom Web applications.
- Develop and execute customized complex data requests that require the incumbent to have both functional and technical expertise in the county's pay rules and payroll system operations (MSA and PeopleSoft.) The incumbent will analyze results and prepare reports.
- Conduct payroll issue research using data downloads and apply knowledge of King County pay administration procedures and transactions.
- Create customized reports utilizing various technologies, including the use of advanced Visual Basic for Applications (VBA) programming skills and advanced SQL.
- Provide direct systems support and serve as technical resource between payroll databases and HRD users of information to determine user needs. Design and develop tools to allow users to view and input information/data. Requires expert knowledge of Access VBA.

- Other related duties as assigned.

NECESSARY QUALIFICATIONS:

- Intermediate to advanced knowledge of 1) T-SQL programming, 2) SQL Server DTS development, 3) Visual Studio.NET, 4) relational database modeling, 5) data management, 6) systems development lifecycle, 7) reporting.
- Advanced knowledge of 1) Access queries, macros, reports, forms, and table design; and 2) Visual Basic for Applications in an Office environment (Access/Excel).
- Minimum 3 years of programming and functional analysis of compensation and pay systems.

The most successful candidates will be able to demonstrate:

- Demonstrative experience in Web development using ASP and ASP.Net.
- Functional knowledge of King County's MSA and/or PeopleSoft payroll systems.
- Excellent people management, inter-personal and multi-tasking skills, including ability to work productively with all levels of management and staff. Ability to work with end users to compile requests and translate them into intermediate reporting and visual language tools.
- General knowledge of hardware architecture, testing, troubleshooting techniques and utility software.
- Excellent oral and written communication skills for individual, group and presentation situations.
- Demonstrated experience using project management techniques and principles to develop and manage work programs or projects.
- Demonstrated experience independently organizing, prioritizing multiple work assignments, meeting deadlines and exercising adaptability to changing priorities while maintaining a positive and professional approach.
- Extensive experience with PeopleSoft highly desirable.

SELECTION CRITERIA: Applicants will be screened for qualifications, clarity and completeness of application materials. Competitive applicants may be tested for software skills, including Access and Excel. The most competitive candidates may be invited to panel interviews.

NECESSARY SPECIAL REQUIREMENTS: Demonstrated ability to maintain confidentiality of documents and information.

UNION MEMBERSHIP: This position is not represented by a labor union.

CLASS CODE: 734801